

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for August 2, 2021

Meeting was streamed live on the Trac 7 YouTube channel, as well as attendance of up to fifteen members of the public to accommodate for social distancing. Ted Kiefat served as the meeting coordinator.

Mayor Ward called the meeting to order at 6:01 p.m.

MEMBERS PRESENT: Jake Benson, Rory Johnson, Mayor Chad Ward, Troy DeWall, Jim Rohweder

OTHERS PRESENT: City Attorney John Bray, Ted Kiefat, Chief Kent Gaidis, City Administrator Jess Rich

Motion by Rohweder seconded by Johnson and carried 5-0 to approve the City Council minutes from Monday, July 19, 2021.

Motion by DeWall, seconded by Ward and carried 5-0 to approve the amended agenda for Monday, August 2nd, 2021, with the addition of the following items:

*3A. Small Cities Assistance Program

*3B. Custodial Services RFP

*3C. American Rescue Plan Act Funds

*3D. COVID Related Items

6D. Fire Department Resignation

6E. SRO Resolution

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

None

Citizens are also provided with a direct call-in number: 218-628-6289 to address the council.

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the consent agenda for Monday, August 2nd pulling items *3A, *3B, *3C and *3D for discussion.

*3A: Small Cities Assistance Program

Administrator Rich received payment of the funds along with information stating where the funds can be used. This information will be utilized during the upcoming budget sessions for 2022.

*3B: RFP for Custodial Services

Administrator Rich states the current cleaning contract in place is no longer sufficient for the amount of cleaning needed at City Hall. The building has been open to the public, serving more members at the food shelf, tax services, and small community education classes. In order to resume and continue to hold meetings and rental groups in the future, increasing the amount of cleaning hours and frequency is necessary. Administrator Rich would like to request additional bids, presenting this to council as an informational piece tonight with action to be taken at the next council meeting.

*3C. American Rescue Plan Act Funds

Administrator Rich states this item has been categorized underneath unfinished business. The first installment of about \$160,000 was received on August 2nd. These funds do not need to be spent

for about two years, and no immediate decisions need to be made at this time as another installment will be dispersed next year. Administrator Rich states discussions for the spending of ARP funds will be held during the 2022 budget sessions.

***3D. COVID Related Issues**

Administrator Rich states the CDC recommendations regarding masks and COVID-19 protocols have changed. The CDC is now recommending masks to be worn regardless of vaccination status. The current reopening plan in place for City Hall does not include any mask mandates and has not included any status regarding resuming rentals. Administrator Rich recommends following all CDC guidelines as they are released, as there is not an emergency declaration in place stating action regarding COVID protocols.

Motion by Benson, seconded by Johnson and carried 5-0 to implement a mask mandate regardless of vaccination status at City Hall and to follow all CDC guidelines as they are released.

Discussion follows among councilors and Mayor Ward requesting the plexiglass barriers to be utilized again with social distancing protocols followed in order to remove masks during meetings. Administrator Rich recommends due to increased cleaning costs, protocols, and logistics, City Hall should remain closed for rental groups until further notice. At this time, there are no guidelines for room capacity limits. There have been several inquires from interested parties in group rentals and rates, and Administrator Rich requests further direction to remain closed for rentals at this time. Discussion follows including cleaning costs and increasing rental rates in order to accommodate for rental groups.

Motion by Ward, seconded by DeWall and carried 5-0 to keep facilities closed for rental groups at City Hall until further notice.

Administrator Rich met with Bridget Peterson from the Proctor Lions to discuss plans regarding COVID for public events and Hoghead. It has been determined to continue planning with the intent of holding public events, pending and following any newly released CDC guidelines.

Motion by Rohweder, seconded by Johnson and carried 5-0 to allow public events on city property, following any CDC guidelines in place.

6. NEW BUSINESS

A. Resolution 29-21 Tax Forfeit Land Request

Motion by Ward, seconded by Rohweder and carried 5-0 to approve resolution 29-21 Requesting from St. Louis County, on behalf of the State of Minnesota, Certain Tax Forfeit Land for the Purpose of Providing Affordable Single-Family Housing.

One Roof Community Housing has requested to purchase a parcel of land (PID 185-0030-00670) from the City of Proctor in the amount of \$2,200, plus administrative fees, recording fees and other costs associated with the conveyance.

B. Tourism Committee Funding Request

Motion by Johnson, seconded by Benson and carried 5-0 to approve the \$500 funding request as submitted by the tourism committee for a donation to the Knotty Wood Carvers organization.

C. 3rd St Catch Basin and Sidewalk Replacement

Sinnott Blacktop has been awarded the bid for the project. City Staff recommends approving quotes numbers one and three in the amounts of \$5,000 and \$14,568. Including the section as mentioned in quote number two would cost an additional \$11,165.00. This amount exceeds the \$21,750.00 allocated for sidewalk repairs by \$5,580.00.

The recommendation is to approve the amount of \$19,568.00 with the discretion of the council to add the additional \$11,165.00.

Motion by Ward, seconded by DeWall and carried 5-0 to approve the recommendation from City Staff and approve quote number three in the amount of \$5,000.00 and quote number one in the amount of \$14,568.00 for a total of \$19,568.00. Discussion follows including clarification from Administrator Rich noting the catch basin repairs will be paid from the sewer fund and the sidewalk repairs will be paid from the money designated from the budget to the Mayor's sidewalk repair fund.

D. Fire Department – Resignation

Motion by DeWall, seconded by Rohweder and carried 5-0 to accept the resignation from Anthony Bloespflug from the Proctor Fire Department effective immediately.

E. SRO Resolution

Councilor Benson has submitted a sample resolution requesting discussions regarding the SRO. Councilor Benson recommends passing a resolution prior to the start of the school year. Mayor Ward requests discussing the resolution with approval at the next council meeting. Councilor Motion by DeWall, seconded by Rohweder and carried 5-0 to direct Administrator Rich and Chief Gaidis to enter into negotiations with ISD #704 for SRO contract agreement.

Chief Gaidis states the superintendent would like to meet with city administration to discuss an agreement.

MEMBER CONCERNS

Administrator Rich: None

Benson: Extends gratitude to Administrator Rich and Finance Director Brunfelt for submitting quarterly budget reports as requested by Councilor DeWall. Requests painting the additional plow for additional branding and promotion for the city. Addresses the local journalism sustainability act and suggests lobbying for its approval.

DeWall: Extends gratitude to Mayor Ward and Administrator Rich for the opportunity to attend the county commissioners meeting. Promotes attendance for National Night out on August 3rd,

with Proctor FD and Proctor PD participating and serving free food to community members.
Appreciated the second quarter budget report submitted by Finance Director Brunfelt.

Johnson: Extends gratitude to Administrator Rich for her work with the historical society.

Rohweder: Mask signage at City Hall, requests reaching out to the county regarding a crosswalk at Boundary Ave/Kirkus St.

Mayor Ward: Presented an award of service to Frank Siiro, 100th Anniversary of the South St. Louis County Fair, also promotes National Night Out.

Attorney Bray: None

BILLS FOR APPROVAL

General: \$70,476.95

Liquor: \$40,361.49

TOTAL BILLS FOR APPROVAL: \$110,838.44

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the bills as submitted.

Motion by DeWall, seconded by Ward and carried 5-0 to adjourn at 6:43 pm.

Chad Ward
Mayor

Jess Rich
City Administrator